



State of Utah

SPENCER J. COX  
Governor

DEIDRE M. HENDERSON  
Lieutenant Governor

# State of Utah

DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

January 24, 2022

## **Official Public Notice for Acceptance of Applications Type 2 and 3 Package Agencies**

The DABC and state of Utah is offering a three year Package Agency contract effective July 1, 2022, and will run through June 30, 2025. **The contract opportunity is open to the general public for qualified applicants that meet the statutory requirements and pass the selection process.** The decision to open the recruitment process is driven by the DABC's ongoing efforts to adhere to our statutory charge to use sound management and business practices. The recruitment and vetting process for the Type 2/3 contracts will be an open, transparent, and competitive process that is fair to both current package agents and members of the public who may wish to apply to operate a package agency.

Those interested in applying for Type 2/3 Package Agency contracts must complete an application found on the DABC website here: [https://abc.utah.gov/wp-content/uploads/Compliance/Applications/application\\_package\\_agency.pdf](https://abc.utah.gov/wp-content/uploads/Compliance/Applications/application_package_agency.pdf).

The following items are required to be submitted with the application:

- Detailed business plan
- Copy of lease or letter affirming ownership of the package agency location (for the purpose of the application process a letter of intent to lease the designated property can be provided by a potential landlord will suffice. An actual signed lease will be required to finalize contract acceptance. Failure to provide a properly executed lease after acceptance for the contract will result in forfeiture of the application)
- TC-721
- Local consent from the city or county in which the package agency will be located
- Business license from the city or county in which the package agency will be located (required because the contract will be held by a private ownership and not a state-owned facility)
- Ownership entity/organizational documents filed with the Utah Department of Commerce, including:
  - o Articles of Incorporation for Corporations
  - o Articles of Organization for LLCs
  - o Partnership Agreements for partnerships
- Organizational charts defining ownership percentages



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- Completed background checks for requirements please go to the DABC website here: [https://abc.utah.gov/wp-content/uploads/Compliance/Forms/Background\\_Check\\_Instructions.pdf](https://abc.utah.gov/wp-content/uploads/Compliance/Forms/Background_Check_Instructions.pdf)
- Current credit report for individuals listed as part of the legal entity that will enter into the package agency contract
- Public liability insurance in the amounts of \$1,000,000.00 each occurrence and \$2,000,000.00 aggregate (for the purpose of the application, a signed letter from a licensed insurance agency indicating the applicant is qualified for the required insurance coverage will suffice. An actual policy will need to be held by the applicant prior to final approval of contract, failure to provide the insurance policy will forfeit the applicant's application)
- Penal or cash bond for \$1,000.00 (a cash bond for \$1,000.00 will be required for the application, any applicants not selected will receive a refund for the full bond amount)

The application period is from January 24, 2022, through the end of business (5:00 p.m. MST) on February 18, 2022. All complete applications will be reviewed, and selected applicants will then participate in an interview. **Submission of the application will not guarantee an interview or a contract with the DABC or the state of Utah.** The ultimate decision to award package agency contracts rests solely with the Alcoholic Beverage Control Commission. We anticipate that the commission will select, approve and designate package agents at the March or April 2022 Commission Meeting. The Commission meetings are open to the public.

If, after reviewing the information provided in this letter and in the provided links, you have additional questions, please contact Package Agency Program Manager Jeff Colvin at (801) 977-6880, (801) 664-0685, or [jcolvin@utah.gov](mailto:jcolvin@utah.gov).

Thank you very much.

Best regards,

Jeff Colvin  
DABC PA Program Manager



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